

Portfolio Management Task Order 18-002

Title: PMTO 18-002 – Plutonium Finishing Plant Expert Panel

Revision Number: 2

Date: May 15, 2018

Start: January 09, 2018

Finish: June 30, 2018

1.0 DESCRIPTION

This revision of the technical proposal estimates the additional cost to extend the Period of Performance to June 30, 2018.

Mission Support Alliance, LLC (MSA) will assist in the establishment of an expert panel reporting to the U.S. Department of Energy (DOE) Richland Operations Office (RL) Manager to evaluate the effectiveness of Plutonium Finishing Plant (PFP) recovery actions and strategies, and to provide technical support toward the goal of recovering from the multiple, high-visibility contamination events at the PFP demolition site. The expert panel will help provide assurance to the DOE-RL Manager that actions developed and commitments made will be implemented in a timely manner and will ensure that the recovery efforts from the multiple contamination events at the PFP demolition project are effective. The expert panel will consist of members with the requisite independent expertise and integrity to add significant confidence, now and into the future, that issues are satisfactorily addressed and corrective actions and lessons learned identified and implemented, allowing the cleanup activities at the PFP to begin safely in an effective, efficient and timely manner when authorization is provided to resume demolition.

The expert panel will report to the DOE-RL Manager. Work scope will be established by the Manager on an as-needed basis. Expert panel operations will consider ongoing liaison, at the direction of the DOE-RL Manager, with entities who are affected by or have demonstrated a stake in the successful resolution of the contamination events at PFP. An Executive Secretariat function will be established to help DOE-RL assemble, group and summarize the individual work products and recommendations. The expert panel is expected to meet a minimum of once per week, or as requested by the Manager, to interface with DOE-RL, CH2M Hill Plateau Remediation Company (CHPRC), or other individuals or entities with responsibilities affecting PFP recovery. The DOE-RL Manager may engage any of the expert panel members for recommendations or advice at any time. A key objective of the expert panel is building trust and confidence in efforts to address the PFP issues. As such the expert panel will be independent of CHPRC and will assess progress and communicate with the DOE-RL Manager as needed. To help assure continuity of programs through budget, leadership, and management changes, expert panel members will be expected to maintain objectivity, technical credibility, and integrity in their interactions and recommendations.

The expert panel may receive briefings, conduct interviews, and contact other experts to obtain information. The expert panel will also have access through DOE-RL and MSA to other resources such as the Pacific Northwest National Laboratory, Hanford contractors, and special scientific, engineering, technology, health and safety, or regulatory expertise as may be needed on an ad-hoc basis. Members will provide individual insights and advice with respect to actions being taken and any other measures that would help ensure the PFP contamination spreads are appropriately addressed. The expert panel will provide the DOE-RL Manager with perspectives in the following areas:

- Monitoring and assessing recovery progress
- Assuring rigorous adherence to quality assurance/quality control (QA/QC) requirements and program compliance
- Validating technology deployment – if needed - progress
- Validating Research and Development plans and progress
- Validating approaches to compensatory measures
- Assessing progress in applying meteorological predictive/modeling science, control or abatement technologies and air dispersion modeling practices
- Assessing effectiveness of actions to prevent or mitigate future contamination issues
- Assessing effectiveness of actions to communicate progress with affected stakeholders
- Maintain ongoing liaison with entities affected by or with demonstrated stake in the successful resolution of the PFP contamination events
- Technical support for recommended research and peer reviews as needed and evaluation of the contractor's technical approach

In general, the Chairman of the expert panel will maintain communications with the DOE-RL Manager or his designees on assignments, priorities, agenda formulation, and areas of focus. Responses to these assignments, however may be the responsibility of the individual expert panel members. The Executive Secretariat will help collect and summarize such responses and assist the Chair in helping with agenda development, coordination of reviews, and logistics. Members will be individually responsible for ensuring performance and providing high quality support.

MSA will ensure that the work effort is performed in a competent, professional manner that meets established milestones and delivery schedules as negotiated with the DOE-RL Manager or his designee. Work products will be thorough, accurate, appropriately documented, and comply with established criteria. Any deliverables will be produced using Microsoft Office products such as Word, Excel, Project, Visio, and PowerPoint, as appropriate along with Primavera P6.

MSA will ensure that personnel provided under this Portfolio Management Task Order (PMTO) will possess the qualifications, certifications, and any other attributes required to complete the

assigned work with emphasis of expertise in their associated field. The expert panel will be made up of individuals with recognized academic, industry and/or government expertise. A Chair who is a demonstrated leader with expertise as described above will be selected by the DOE-RL Manager in consultation with the DOE-RL Core Team. The expert panel may act as a collection of individuals and not render advice or recommendations as a group. Participants in this task will possess the following educational and professional experience:

- Substantial commercial and government experience in project management, requirements management, quality assurance, contractor assurance, and performance assurance programs;
- History of successful performance in developing and leading projects and management programs in commercial and government environments;
- Bachelor's degree in a related field of study or sufficient field experience to provide a similar base of knowledge;
- Working knowledge of DOE EM missions and activities;
- Excellent communications skills;
- Proficient in Microsoft Office Word, Excel, Project, Visio, and Power Point; and
- Must be a U.S. Citizen.

2. DELIVERABLES

MSA will provide the following deliverables:

- A periodic report on oversight activities will be submitted to the DOE-RL Manager. This report may be verbal or in writing.

2.0 ASSUMPTIONS AND CONSTRAINTS

- Utilized efficiencies and estimate is for cost to-go.
- The efforts of the Expert Panel are now assumed to be complete by June 30, 2018.
- Services will be provided on either a straight 40 hour work week (4 working days per week) or on the current DOE-RL Alternative Work Schedule (AWS). Prior written authorization will be requested from the Contracting Officer for all additional hours and the additional hours will be coordinated with RL in advance. After hour or weekend support must be coordinated in advance including impact to cost and/or schedule.
- It is understood that the following individuals are allowed to request services on this task order:
 - *Tim Corbett*
 - *Laurette Beitz*